

# ARCH SUPPORT

Issue 143

November 2019

## *From The Desk Of The Chancellor...*

Employees of the Archdiocese, like those in most other organizations, are in the midst of benefit renewal season. As administrators, I know you realize the importance of the various insurance benefits provided for or made available to our employees. The Archdiocese provides medical, life, and long-term disability insurance as primary benefits for our colleagues and in support of their families. We also offer dental, vision, spending accounts, supplemental life, and short-term disability insurance as options to meet the variety of needs families have. Some may take these benefits for granted until one of life's challenges or transitions makes one or another of our insurance coverages absolutely necessary.

I want to thank all of you who administer these benefits. I realize that explaining coverages and enrollment procedures can be a burden during this busy time of year, and I appreciate your good work.

This month also provides other transitions: cooler weather, the changing of our clocks, leaves to rake, and (get ready!) preparations for the holidays. My goodness these celebrations seem to come faster some years. Before the Halloween candy is even sold, the Christmas decorations are on the shelves. On November 1, I was in a store already playing Christmas carols over the speaker. Even amid hectic days, I hope you have opportunities to appreciate this change of season.

The feasts of All Saints and All Souls transition us into November and remind us of those persons whose ministry came before us, and whose work we carry on today. In a special way, I recall our colleagues who passed to their eternal reward this year. Likewise, we remember our colleagues who lost spouses, parents, children, or other loved ones this year. Join me in prayer for their families and them during these November days.

Thanksgiving transitions us into Advent and the new Church year. Perhaps this new year can be a time to develop an appreciation of how God shapes our lives. In recent media interviews, Archbishop Kurtz spoke of two new learnings he has had during his time of illness and cancer treatment. He noted that "sickness brings out the best in people because you end up saying things to people that you know and feel in your heart, but you don't maybe take the time to say." He even named his experience as a gift saying that he has been "trying to let things unfold, trying to understand God's plan. I think that is a gift." Continue to pray for our Archbishop, that he may experience God healing presence.

As both the calendar and Church year come to an end, we naturally think back on all the transitions of the past year. Since my family just welcomed our first grandchild, Samuel on October 7, I am more keenly aware of the significance of family. I am reminded of a Christmas card with a picture of a family gathered next to an outdoor nativity scene. The stable had a sign above an empty manger with the words, "Gone to Egypt." In the scene on the card one of the shepherds was saying, "Do we have to go all the way there to see Jesus?" Mary replies, "No. Start by looking at your own family." That is a great lesson for all of us during the holidays and throughout the year. Jesus is as close to us as those we love, including our family, friends, and neighbors, yet he also exists in those we don't always notice, those living on the margins.

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Though we are still a few weeks away, I offer you my own Christmas prayer honoring the transformation Jesus brought to all the world and announced by the angel: “You have nothing to fear! I come to proclaim good news to you, tidings of great joy to be shared by the whole people.” In this promise, light overcomes darkness, love overcomes hate, and life overcomes death. We hold onto this faith when we celebrate Christmas, the Incarnation, the birth of Our Savior, Jesus Christ.

May God bless you!



## FROM BRAD HARRUFF CATHOLIC MUTUAL CLAIMS/RISK MANAGER



The weather has finally changed and so should the focus on our building maintenance. If at all possible, check the roof surfaces for any needed repairs, clean gutters and downspouts as freezing water can easily enter the building or pull gutters down.

Trim tree branches that hang over roofs or brush against buildings. Be sure all the outdoor buildings or unheated portions of your campus are winterized, especially clearing water lines.

The Archdiocese requests that all outside contracts/vendors supply “Proof of Insurance” before work starts, we often overlook Workers Compensation evidence. This usually occurs because the vendor has workmen’s compensation insurance from a different agent or company and it is not on the liability form, so be sure to check the certificate for this. Did you also know that a vendor without Workman’s compensation without coverage can buy a one- time policy from Kentucky Employers Mutual Insurance (KEMI) This can be done by the contractor going through an agent for purchase, KEMI can also assist them in the process at 1-800-640-KEMI. Sometimes this option is dismissed by contractors as being too expensive but rather it can be surprisingly affordable and not only gives the workers peace of mind, but enables the Archdiocese to employ vendors without the fear of a workmen’s compensation related claim.

## **ASBESTOS MANAGEMENT**

Micro-Analytics, Inc. is under contract with The Archdiocese of Louisville as our "Designated Person" with the Environmental Protection Agency (EPA) for Asbestos compliance. Dan Cooper has the responsibility of keeping ALL of our facilities in the Archdiocese in compliance with the EPA regarding Asbestos, including its current status in your facilities, its proper removal, disposal, air quality testing and reporting to the State of Kentucky Office of the EPA. Micro-Analytics is a qualified Asbestos Abatement and Remediation Company as well. This includes facilities that once contained asbestos and have now been completely abated, or were built after asbestos was made illegal and never included asbestos materials when constructed.

What does this mean to those of us who are responsible for an Archdiocesan Facility:

1. We **ARE** required to report to Micro-Analytics prior to beginning any Asbestos Abatement project in one of our facilities, regardless of the size of the project. Dan Cooper and Micro-Analytics are held legally responsible for any non-compliance issues with reporting to the Kentucky State EPA regarding all our facilities.
2. We **ARE NOT** required to use Micro-Analytics as our Asbestos Abatement Contractor. If we can find a properly qualified Asbestos Abatement Contractor who will perform this service for us at a lesser price, we are free to use them.
3. We **ARE** still responsible for all the fines and penalties levied against us by any legal entity for non-compliance. Dan is charged with seeing to it that we DO NOT have any of these types of fines and penalties.

Micro-Analytics also does testing and remediation for **ALL** EPA regulated substances; Lead Base Paint, Mold, Chemical Spills, Underground Storage Tanks, etc. If you have an issue with any substance of this nature, it is best to err on the side of caution and give them a call to be sure.

If you have any questions you can contact either:

Dan Cooper  
President  
**Micro-Analytics, Inc.**  
3310-C Gilmore Industrial Blvd.  
Louisville, Kentucky 40213  
Phone: (502)964-8737 Fax:  
(502)964-1123

or

Bill Zoeller  
Director of Facilities  
**Archdiocese of Louisville**  
1200 South Shelby Street  
Louisville, Kentucky 40203  
Phone: (502)636-0296  
Fax: (502)636-2379

# FINANCE OFFICE NEWS

## RESTRICTED FUNDS

In the September 2019 Arch Support issue, we encouraged the use of *Multiple Retained Earnings Accounts for Restricted Funds* on *PDS Ledger*. We still have about 35% of parishes/schools still using the old End of Month Transfer entry method. ***Conversion to Multiple Retained Earnings Account will eliminate the End of Month Transfer entries and produce a more accurate income statement (or statement of activity).***

We also see balance sheets with numerous restricted fund balances that are not necessary. If assets and liabilities are not restricted by a legal document (ex. wills, endowments) or a donor restricted gift, they may only need to be restricted thru a checking account number. Restricted fund balances may ***not*** be needed for these departments. ***Clean up of unnecessary fund balances can be done along with the conversion to Multiple Retained Earnings Accounts process. Simplification is the key.***

Please contact Margaret Kopatz Kraus for assistance in making this change. She can be reached at (502) 471-2262 or [mkkraus@archlou.org](mailto:mkkraus@archlou.org).

## 401k CONTRIBUTION LIMITS FOR 2020

IRS announces 2020 401k contribution limits have increased by \$500.

### ***Elective Salary Deferral limits are:***

Maximum 401k Elective Salary Deferral	\$19,500
Catch-Up Contribution (age 50 or over)	\$6,500

Please make sure your employees are aware of this change. A Paycheck Contribution Election form is enclosed for your convenience should an employee wish to make a change.





***A Time to be Thankful  
From  
Office of Mission Advancement***

For many of us, November is a time to reflect on the countless blessings received over the past year and to express gratitude to the people who have inspired and influenced our lives. The Office of Mission Advancement would like to take this opportunity to thank **you** for helping make possible the many ministries, programs, and services available throughout the Archdiocese of Louisville.

We are so thankful for our priests, deacons, parish/school staff and volunteers, and all the archdiocesan employees who work face-to-face and behind the scenes in service to our brothers and sisters in Christ. We are so very grateful to the Catholic parishioners throughout the Archdiocese of Louisville for your prayers, encouragement, and faithful support as we seek to fulfill Christ's mission for our local Church.

May you and your loved ones be always blessed with joy, inspiration, and purpose in your lives. Happy Thanksgiving!

As we give thanks, we also would like to share Archbishop Kurtz's message of thanks to the Catholic people of the Archdiocese:

***Happy Thanksgiving! We gather this season to be thankful for what we have, for the family we love, the friends we cherish, the blessings of the past year and for blessings still to come. May we be ever grateful for God's unfailing grace.***

***As you may know, I am in North Carolina. I want to express how thankful I am for your continued thoughts and prayers for my health as I recover from surgery and the cancer treatments over the last several months. The Catholic faithful of the Archdiocese of Louisville are a great inspiration to me.***

***Wishing you a harvest of blessings, good health, and hope in the Lord.  
God bless you, and happy Thanksgiving!***

### **2019 FLEXIBLE SPENDING ACCOUNT REIMBURSEMENTS**

Please remind your employees that in order to be reimbursed from the 2019 Health Care and Dependent Care Accounts, expenses must be incurred by December 31, 2019 and requests must be received by AIM (attention: Michele Cull) by February 29, 2020. After December 31st, remaining 2019 claims must be made by a paper claim form as the 2019 balance of funds is no longer on the benefit cards. You may fax your claim and receipts to (502) 426-6569. If you have a scanner and email, you may send your claim and receipts to [claim@aimadministrator.com](mailto:claim@aimadministrator.com)

### **RETIREMENT PLAN CONTRIBUTION FOR DECEMBER 31, 2019 PAYROLL**

In order for your final 2019 payroll contribution to appear on the 4th quarter statements, you will need to submit your retirement contribution through the Plan Service Center on December 30th in order to have a December 31st cash effective date. Any contributions processed on December 31st will have a cash effective date in January 2020.

### **2020 PAYROLL CALENDAR**

The 2020 payroll calendar is enclosed. For those groups that taxes are filed under The Roman Catholic Bishop of Louisville, you must follow this calendar. This is required to meet the IRS and DOL regulations on timekeeping, payroll and tax filings. Please distribute to your employees so they will know timesheet due dates.

### **PAYCOR YEAR-END REMINDERS...GETTING READY FOR W-2s**

This is the time to verify employee information in Paycor for year end. The items you want to check are:

- **YEAR-TO-DATE DEDUCTIONS:** Make sure each employee has had the correct amount deducted year-to-date for each of their deductions. Be sure to also verify the year-to-date Employer portion of medical (ER) that is reported on the W-2 & ACA forms. This is particularly important for school year employees who are not paid over the summer. If an adjustment is needed it can be made when you process your next payroll. If you need assistance please contact Andrea Colpo.
- **EMPLOYEE NAME AND ADDRESS:** Ask your employees to verify the name and address on their pay stub. Make any name changes under Employee/Personal Information, address changes under Employee/Contact Information.
- **SOCIAL SECURITY NUMBER AND DATE OF BIRTH:** Verify that all dates of birth are correct. Make any corrections under Employee/Personal Information.
- **EMPLOYEE RETIREMENT PLAN ELIGIBILITY:** Verify that the Retirement Plan box under Company/Status is checked for each employee who is eligible for 401k.
- **REMEMBER – ALL CORRECTIONS MUST BE MADE BEFORE YOU TRANSMIT THE LAST PAYROLL FOR 2019!**

The final payroll should be submitted by 3:00pm on Friday, December 27, 2019 – do not make any additional pay-runs after this as Paycor will be preparing the data for year-end close. Our payroll books are closed at this point and they begin reconciling tax reports and pulling data for the W2s and ACA Reporting. If you have any questions please feel free to contact Andrea Colpo in the Personnel Office.



## **2020 BENEFIT REMINDERS**

- ✓ 2020 Benefit Enrollment Forms are due in to the Pastoral Center Personnel Office no later than Friday, December 6, 2019.
- ✓ January 2020 STD worksheet and payment due to R. H. Clarkson Financial Services no later than December 13, 2019.



## **2020 HUMANA BENEFIT DATES**

**Open Enrollment – November 1, 2019 – November 30, 2019**

**Wednesday, December 18, 2019**

January 2020 Humana Invoices released to all groups

Verify with the 2020 Benefit Enrollment Forms

Changes or corrections must be reported to Connie DuPlessis  
no later than Wednesday, January 8, 2020

**Friday, December 20, 2019**

New ID cards will be mailed to participants making changes to their medical,  
dental or vision coverage

**All 2020 benefits effective January 1, 2020**



**LORI WEITER, Secretary – Office of Catholic Schools**  
**MAC HAYDEN, Facility Maintenance – Office of Facilities Management**

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It is that time of year again to plan an onsite biometric screening at your location for the New Year!

Please email Laura Graves with three potential 2020 dates.  
[lgraves@humana.com](mailto:lgraves@humana.com)



## 2019 HOLIDAY SCHEDULE

As a reminder of the Official Holidays for the remainder of the 2019 Calendar Year:

Thursday, November 28	Thanksgiving Day
Friday, November 29	Day after Thanksgiving
*Monday, December 23	Day after Christmas Holiday
Tuesday, December 24	Christmas Eve
Wednesday, December 25	Christmas Day

***\*The holiday for the day after Christmas was moved from December 26 to Monday, December 23 to allow for a long weekend.***



## 2020 HOLIDAY SCHEDULE

Listed below are the Official Holidays for the 2020 Calendar Year. Please mark your calendars accordingly:

Wednesday, January 1	New Year's Day 2020
Monday, January 20	Martin Luther King, Jr. Day
Friday, April 10	Good Friday
Monday, May 25	Memorial Day
Friday, July 3	Independence Day (observed)
Monday, September 7	Labor Day
Thursday, November 26	Thanksgiving Day
Friday, November 27	Day after Thanksgiving
Thursday, December 24	Christmas Eve
Friday, December 25	Christmas Day
**Thursday, December 31	New Year's Eve (day after Christmas Holiday)
Friday, January 1	New Year's Day 2021 Holiday

***\*\*The holiday for the day after Christmas was moved from December 26 to December 31 to allow for two 4-day weekends.***



## ARCH SUPPORT MEETINGS

### DECEMBER 2019

Tuesday, December 3rd - 10:00 AM - Bardstown - St. Joseph Parish Office

Wednesday, December 4th - 10:00am - Pastoral Center

### FEBRUARY 2020

Tuesday, February 18th – 10:00am – Pastoral Center

Wednesday, February 19th – 10:00am – Bardstown – Saint Joseph Parish Office

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## PARISH AND REGIONAL SCHOOLS BUSINESS MANAGERS ROUNDTABLE

Date to be scheduled later:  
March Roundtable - Epiphany  
Hosted by: Mary Downs

## YIKES.....WEATHER/SNOW DAYS

We want to remind you of the information regarding office and school closings due to poor weather conditions. When parish/school employees are sent home from work early due to weather conditions, they are paid for a normal day of work. However, if a parish/school employee makes a decision not to go to work due to weather conditions, the employee must declare a personal or vacation day in order to be paid for that day. In the same way, if employees are not sent home early due to weather, each employee can make his or her own decision about whether or not to stay or go. If employees choose to go home or are worried about driving later in the day, they must use a personal day or vacation day. If schools are called off due to road conditions, and will not be in session, employees will be paid when the day is made up. Extra days are built in the school calendar for snow days.

## PARISH MAILING DATES

### 2019

December 13th

### 2020

January 10th

January 24th

February 7th

February 21st

March 6th

March 20th

April 17th

May 8th

May 22nd

June 12th

June 26th

July 10th

July 24th

August 7th

August 21st

September 11th

September 25th

October 9th

October 23rd

November 6th

November 20th

December 11th



### ARCH SUPPORT ON THE WEB

To read this newsletter online or print additional copies: Go to the archdiocesan web site  
<http://www.archlou.org/>

- Click on "About the Archdiocese."
- Click on "Publications/Media"
- Click on "Arch Support"
- Choose Specific Issue